

**Inspector Training**  
**November 2, 2021 Municipal Election**

**Monday, October 18, 2021, Tuesday October 19, 2021, and Thursday, October 21, 2021.**

**TELEPHONE NUMBER FOR ELECTIONS OFFICE:**  
**(978) 674-4046**

**CHANGES IN MUNICIPAL ELECTIONS – 2021**

- City is now a “hybrid” electoral system for municipal elections. This means that some races are “at-large” (i.e. everyone in the city votes for candidates in race) and some races are “district” based (i.e. only voters in the district vote for the race).
  - For Municipal Election, all voters will vote for at-large City Council, at-large School Committee, and the ballot question. Each district will also vote for their own district City Councilor and School Committee member.
- Because of COVID-19, Massachusetts received its US Census data late. As a result, the City could not redraw its wards and precincts to fit in the municipal districts in time for this year’s elections. As a result, we are modifying the voter processing procedures:
  - Polling locations have been centralized so they either cover an entire district or half of a district. Full list for Municipal Election below:
    - **DISTRICT 1:**
      - Pawtucketville Memorial School Gymnasium, 425 W Meadow Rd., (Serving District 1 voters in Wards/Precincts 6-2, 6-3) **AND**
      - McAvinnue School, 131 Mammoth Road (Serving District 1 voters in Wards/Precincts 5-1, 5-2, 5-3, 6-1, 7-1).
    - **DISTRICT 2:**
      - Robinson School, 110 June Street.
    - **DISTRICT 3:**
      - Reilly School, 115 Douglas Road.
    - **DISTRICT 4:**
      - Lowell High School Cafeteria, 50 Father Morissette Blvd. (Serving District 4 voters in Wards/Precincts 2-1, 2-2, 2-3, 5-1, 5-2, 5-3) **AND**
      - Rogers School Gymnasium, 43 Highland Street (Serving District 4 voters in Wards/Precincts 4-3, 10-2, 10-3).
    - **DISTRICT 5:**
      - Butler Middle School, 1140 Gorham Street.
    - **DISTRICT 6:**
      - Morey School, 114 Pine Street.
    - **DISTRICT 7:**
      - Lowell Senior Center, 276 Broadway Street.
    - **DISTRICT 8:**

- James Daley School, 150 Fleming Street (Serving District 8 voters in Wards/Precincts 8-2, 8-3) AND
- Collegiate Charter School of Lowell, 1857 Middlesex Street (Serving District 8 voters in Wards/Precincts 3-1, 3-2, 3-3, 8-1).
- We still process voters the same way. Voters check in by street and name just like in normal elections, but instead of looking at Ward and Precinct the list will be sorted by Municipal District.
- You will be checking in voters through new Electronic Poll Pads that the City has recently obtained. Check in will be just like using the poll pad for Early Voting. You will also have a paper voting list as emergency backup.
- People are being checked in by Municipal District, not Ward and Precinct.
- You will have three AccuVote Machines in your Polling Location. Two of the AccuVote Machines (Station A and Station B) are for voters on Election Day. Voters can insert their ballot in either machine. The third AccuVote Machine (Station C) is dedicated exclusively to processing all Early Voting and Absentee Ballots. At the end of the night, you will count all the ballots together for one final result for your polling location.

## 1. VOTER CHECK IN/OUT

- a. Voter states name and address.
- b. Inspector at check-in table looks up voter in poll pad.
  - i. Type in voter's last and first name in Poll Pad in Manual Entry.
  - ii. Scan voter's Driver's License in Poll Pad scanner.
    1. **REMEMBER** – Massachusetts is not an ID state. We only ask for voter ID in limited circumstances, like Provisional Voting, inactive voters, and other situations. Voters can provide a driver's license to scan if they wish to expedite checkup but they are not required to. YOU CANNOT ASK TO SEE SOMEONE'S ID WHEN CHECKING IN VOTERS. ALL VOTER NEEDS TO PROVIDE IS NAME AND ADDRESS. IF VOTER ASKS IF YOU NEED TO SEE ID, REPLY "NO, JUST YOUR NAME AND ADDRESS."
  - iii. If there is a catastrophic breakdown and you have no poll pads, use backup paper voter book. Mark voter clearly in voter book with red pencil.
- c. Confirm voter's name, address, and their ballot by saying it **out loud** back to voter. Make sure voter confirms.
- d. Give voter the ballot
- e. Monitor voter to make sure they come to the ballot box to insert ballot.
- f. REMEMBER: Be polite and civil with voters and each other. We all work as a team!

## 2. SPECIAL CHECK IN SITUATIONS

- a. Remember: **NEVER TURN A VOTER AWAY!**
- b. Inactive voters – voter will need to sign the inactive affirmation. Call your Warden and Clerk.
- c. Absentee/Early Voting Voters
  - i. You will be opening Absentee and Early Voting ballots throughout Election Day. Absentee Voters will have “Absentee Voter” stamped on entry in red. Early voters will have “Early Voter” stamped on entry in blue.
  - ii. Once an Absentee/Early Ballot has been cast, the voter cannot appear in person to vote. If the voter appears prior to the ballot being cast, the voter casts ballot in person and when the voter’s absentee ballot envelope arrives it will be rejected by writing “voted in person” on the outside of the envelope. Absentee Ballots can **NOT** be brought to the polls by the voter, only by City officials.
- d. Provisional Ballots (Last Resort)
  - i. If a voter’s name is not on the list, first make sure they are at the correct polling location. Look up online or call Elections Office to confirm registration and polling location.
  - ii. If voter still wishes to vote, it will be through provisional ballot. Contact your Warden/Clerk immediately for processing.
  - iii. REMEMBER! Provisional ballots **DO NOT GO INTO the AccueVote Machine, Ballot Box, or Ballot Bin at closing**. Completed provisional ballots are put into **ORANGE NYLON BAG** and **RETURN IN THE CLOTH BAG**.

## 3. INSTRUCTION/ASSISTANCE TO VOTERS (HANDICAPPED/LANGUAGE ASSISTANCE)

- a. Poll workers may answer questions and instruct voter on proper method of marking ballot.
- b. A voter can ask for assistance in casting his ballot due to blindness, physical disability, or inability to read English from a person of his own choice or two poll workers of different parties.
- c. REMEMBER: You can only assist in the voter in the voting process. You CANNOT seek to persuade or influence any voter to vote for or against any candidate, political party or ballot question.
- d. REMEMBER: Voters are entitled to privacy when they vote. Only provide assistance that voter requests. DO NOT go into voting booth unless voter explicitly requests such assistance, and in such circumstances two poll workers will assist to serve as a witness for each other. Note in clerk’s report.

#### 4. BALANCING THE VOTER BOOK

- a. End of Night Reconciliation: The total # of ballots cast (from all AccuVote Machines) **PLUS** + The total # of hand counted ballots (from side Auxiliary Compartment) **EQUALS** = # **TOTAL CAST BALLOTS**
- b. When the # of Voters on voting list does NOT Match:
  - i. Recount ballots;
  - ii. Double check poll pad total and/or check in book;
  - iii. Document information and explanations of any discrepancies;
  - iv. Under **NO CIRCUMSTANCES** should the totals be altered to agree with each other – if there is a discrepancy between the # on voting machine, check-in voting list and check-out voting list, then the clerks report should describe the discrepancy and outline the explanation of the error that if corrected would eliminate the discrepancy found.

#### 5. HELP OUT AT THE END OF THE NIGHT

- a. Organize the voted ballots by party. Look for write-in votes. Assist with hand count. Help the Warden and Clerk.
- b. Everyone leaves together. If you are working full day, failure to stay till end may result in rescinding payment for day.

#### 6. COVID-19 SAFETY PLANS AND CHANGES

1. **In response to COVID-19, the following changes to procedure have been put in place to protect poll workers and the public.**
  - a. All poll workers will be provided with personal protective equipment (PPE) kits provided by the state. For poll workers, these kits include disinfectant wipes, sanitary protective gloves, surgical masks, and individual bottles of hand sanitizer. The kit also includes a hand sanitizer pump, alcohol screen wipes, sanitary headset covers, and guides for voters to use. City will also include face shields and barriers at check-in table.
  - b. All poll workers are **REQUIRED** to wear a face mask or face shield when working the polls and when closer than 6 feet with voters, poll workers, or others. Failure of poll workers to wear the face mask and shield will be grounds for dismissal.
  - c. The state is permitting municipalities to eliminate the check-out table for the 2020 elections. As such, there will only be a check in table for this election. Voters must still be monitored and a poll worker must be assigned to the AccuVote/Ballot Box to make sure voters are putting their ballot in.
  - d. Voters lining up must maintain social distancing of 6 feet while in line and at polls. Duct tape will be provided for poll workers to use to measure out distance.

- e. Voters are strongly encouraged to wear a mask. However, we cannot stop a voter who refuses to wear one to vote. For these voters that refuse to wear a mask, an **isolation table** will be set up at each polling location:
  - i. Isolation table will be in far corner of polling location.
  - ii. Voter will be provided ballot with privacy screen. Warden, clerk, or one inspector will escort voter to table.
  - iii. Voter will be left alone to vote, and then once done will be required to raise hand.
  - iv. Poll worker will then come to voter and assess area to make sure path to ballot box is clear as possible. Then poll worker will escort voter to ballot box.
  - v. If there are multiple mask less voters, they must wait one at a time, socially distanced in line, to use isolation table.
- f. A hand sanitizer pump will be set up at check in table for voters to use. Ballots should be kept behind the Plexiglas barriers and handed to voter.
- g. A poll worker should go around at certain times to wipe down ballot markers and high contact areas.
- h. Observers will be required to wear face masks.